KUTZTOWN UNIVERSITY OF PA
Kutztown, PA 19530

Graduate CHANGE OF GRADE FORM

To be used for all changes in student's grades. Changes from "I" (Incomplete) to a letter grade do not require a Department Head or Director's approval. All other changes in grades must be approved by the Department Head or Director. Change of grade for all Graduate courses will be accepted up to ten weeks into the following regular semester succeeding the semester in which the original resolute grade was given (A, B, C, F). Change of Incomplete grades for Graduate courses will be accepted up to one calendar year from the end date of the semester in which it was given.

No grade changes will be accepted by the Registrar's Office after the applicable date. Any grade changes to be made after this time must have the approval of the Graduate Exceptions Committee.

Change of grade submitted within applicable policy deadline (*See Above*):   Yes   No

Was an Incomplete **Grade Extension From** completed for this grade change?   Yes   No

_____   _____   _____   _____
Student's Name   Student ID Number   Semester Taken   Year Taken

_____   _____   _____   _____
Course Sub   Course Number   Course Section   Course Title

                                                                                                      _____   _____
                                                                                                      Original Grade   Course Credits

I would like to officially change the grade identified above to a revised grade of _____
                                                                                                      (New Grade)

Reason for change:

_____   _____   _____
Professor's Name (*Print or Type*)   Professor's Signature   Date

Department Head or Director's Action:

_____approve   _____disapprove   _____   _____
                                                                        Dept. Head or Director's Signature   Date

Signature of Registrar's Office Personnel entering change _____   Date _____